



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: October 23, 2015

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 26, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, November 6, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET V

CADD Coordinator  
Region 1/District 1/Design  
Highways  
Schaumburg

Attachments  
40616

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, November 6, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Engineering Technician V

**Salary Range:** \$5,015 - \$9,155

**Position Title:** CADD Coordinator

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW015-23-51-301-60-01

**IPR#:** 40616

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#### Office/Central Bureau/District/Work Address:

Highways/Region One/District One/Bureau of Design/201 W. Center Court, Schaumburg, IL

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#### Description Of Duties:

This position is accountable for final review of in-house and consultant prepared plans to ensure CADD application utilization is consistent with departmental plan preparation standards. The position is a liaison to district consultants for engineering data exchange and project collaboration applications, coordinating technology implementation with the Regional Engineering Technology Coordinator, and directing bureau staff on plan preparation standards and processes utilizing CADD.

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#### Special Qualifications:

***The following criteria is desired:***

- Knowledge, skill and mental development equivalent to the completion of four years of college preferably with course work in Information Technology
- Eight years experience with civil drafting, highway plans and design, project reports, intersection design studies, ROW plans, electrical plans and IDOT CADD standards
- Knowledge of the CADD system and programs; ability to fluently understand and apply tools within Microstation, Geopak, ProjectWise, Axiom utilities and personal computers
- Strong oral and written communication skills

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#### Shift/Remarks:

8:00 am – 4:15 pm / Monday – Friday (45 minute lunch)

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	July 10, 2015	<b>POSITION:</b>	CADD Coordinator
<b>APPROVED BY:</b>	<i>Ken Eng</i>	<b>OFFICE/DIVISION:</b>	Highways/District One/Schaumburg Bureau of Design
<b>CODE:</b>	PW015-23-51-301-60-01	<b>REPORTS TO:</b>	Project Support Engineer

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***Position Purpose***

This position is accountable for final review of in-house and consultant-prepared plans to ensure CADD procedures and application utilization is consistent with department plan preparation standards. The position also is a liaison to District consultants for engineering data exchange and project collaboration applications, coordinating technology implementation with the Regional Engineering Technology Coordinator and directs bureau staff on plan preparation standards and processes utilizing CADD.

***Dimensions***

Number of subordinate personnel:	3-6 Direct; 5-10 Indirect
Number of consultant contracts	20 – 50
Letting project value	\$85 - \$150 Million
Indirect staff supported	30 - 45

***Nature and Scope***

This position reports to the Project Support Engineer as do the Railroad Coordinator, the Economic Analysis Coordinator, the Utilities Coordinator, the Bridge Liaison Engineer, the Agreements Specialist and an Office Coordinator. Reporting to this position are five (5) or more CADD Operators.

The position functions under conditions characterized by a consistently high level of activity reflected in an annual construction program of \$85-150 million, frequently shifting program priorities and constant staffing shortages. Increasingly sophisticated, highly specialized and rapidly changing technology requires that CADD knowledge and technology skills be constantly upgraded. A strong design engineering background is required to enable the incumbent to evaluate accuracy, consistency and appropriately applied CADD standards have been utilized. Projects involved range from simple to complex and entail structures, interchanges, mainline highways and numerous projects in urban areas.

Typical problems encountered include ensuring effective communications are established among all bureaus, sections and units within Region One; coordinating technology implementation with the Regional Engineering Technology Coordinator to ensure maximum staff participation and to minimize the impact to submittal deadlines; reviewing plans and informing designers or drafters of areas which do not meet policy within a limited time frame. The greatest challenge to this position is ensuring that accurate, consistent and CADD standards are applied in plan development and are submitted for letting in order to satisfy the demands for high quality plan and drafting work imposed by highway designers.

The incumbent is primarily responsible for providing final review and approval for all consultant and in-house prepared plans to ensure policy and procedure uniformity, and ensures that technology application utilization meets prescribed "best practices."

The incumbent operates within the constraints of the limits of design standards, specifications and prescribed policies and procedures. The incumbent reviews and directs changes on plans that do not meet department requirements with engineers and CADD operators.

The incumbent works with the Regional Engineering Technology Coordinator to coordinate technology training programs for staff in Program Development. Issues of a complex or sensitive nature are referred to the Project Support Engineer.

Internal contacts include all section supervisors, engineers and CADD designers and drafters within the Bureau of Design, Programming, Traffic and Maintenance. The incumbent has regular contacts with other District Bureau Chiefs, the Bureau of Administration, the Regional Engineering Technology Coordinator, the Regional Information Technology Manager regarding the procurement and placement of technology resources. External contacts are with engineering consultants, contractors, citizens, vendors and the Central Bureau of Design and Environment.

The effectiveness of this position will be measured by the expediency and thoroughness of the reviews so as to avoid projects missing letting schedules. Reviews are often compressed into the last few days before the submittal dates and must be returned to the CADD designer or drafters promptly to allow time for any corrections needed.

### ***Principal Accountabilities***

1. Ensures the timely, correct completion of plan sheet drafting and maximum utilization of all technology resources.
2. Monitors all work produced by Program Development and takes necessary corrective action to ensure proper technology training.
3. Acts as a liaison to District consultants for engineering data exchange standards and ensure consultant plans meet District expectations.
4. Coordinates scheduling of technology training programs for all bureau personnel and ensures that new engineers and technicians are instructed in the Departments' desired plan preparation practices.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.